

## Administrative Office of the United States Courts

Thurgood Marshall Federal Judiciary Building, One Columbus Circle, NE, Washington, DC 20544  
 Tel: (202) 502-2600 Tel: (202) 502-3800 (Employee Locator)  
 Tel: (202) 502-1271 (Job Opportunity Recording)  
 Tel: (202) 502-3800 (Personnel Office)  
 Tel: (202) 502-4369 (Post Judgement Interest Rate Recording)  
 Tel: (202) 502-1441 (Statistical Information)  
 Tel: (202) 502-2225 (Accounting Operations/Billing Inquiries)  
 Fax: (202) 502-1155  
 Internet: www.uscourts.gov

Created by an Act of Congress in 1939, the Administrative Office of the United States Courts provides management and program support and administrative services to the federal courts. It implements the policies of the Judicial Conference of the United States and provides staff support and legal counsel to the Judicial Conference's committees. The services provided by the Administrative Office include program, legal and administrative assistance to Article III, bankruptcy and magistrate judges and court employees. It also handles coordination between and among the judicial branch, the legislative branch, the executive branch and state courts. The Administrative Office is responsible for collecting and reporting judiciary statistics and supports program activity in the areas of court administration, defender services, and probation and pretrial services. Appointment of the Administrative Office Director is made by the Chief Justice of the United States, in consultation with the Judicial Conference of the United States.

### Office of the Director

One Columbus Circle, NE, Washington, DC 20544

Director **James C. Duff** ..... (202) 502-3000  
 Education: Kentucky 1975 BA;  
 Georgetown 1981 JD  
 Deputy Director **Jill C. Sayenga** ..... (202) 502-3015  
 Thurgood Marshall Federal Judiciary Building,  
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 Education: Fordham 1976 BA; Georgetown 1979 JD

### Office of Audit

One Columbus Circle, NE, Washington, DC 20544

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### Office of Management, Planning and Assessment

One Columbus Circle, NE, Washington, DC 20544

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### General Counsel

One Columbus Circle, NE, Washington, DC 20544

Associate Director and General Counsel  
**William R. Burchill, Jr.** ..... (202) 502-1100  
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### Office of Court Administration

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Assistant Director **Noel J. Augustyn** ..... (202) 502-1500  
 Deputy Assistant Director **Glen K. Palman** ..... (202) 502-1500  
 Appellate Court and Circuit Administration Division  
 Chief **Gary A. Bowden** ..... (202) 502-1520  
 Bankruptcy Court Administration Division Chief  
**Glen K. Palman** ..... (202) 502-1540  
 Court Administration Policy Staff Chief  
**Abel J. Mattos** ..... (202) 502-1560

### Office of Court Administration *continued*

District Court Administration Division Chief  
**Robert Lowney** ..... (202) 502-1570  
 Public Access and Records Management Division  
**Michel M. Ishakian** ..... (202) 502-1500  
 Technology Division Chief **Gary L. Bockwig** ..... (202) 502-2500

### Office of Defender Services

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**George M. Drakulich** ..... (202) 502-3030  
 Legal, Policy and Training Division Chief  
**Richard A. Wolff** ..... (202) 502-3030  
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 Division Chief (Acting) **Steven G. Asin** ..... (202) 502-3030

### Office of Facilities and Security

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**William J. Lehman** ..... (202) 502-1200  
 Security and Facilities Policy Staff Chief  
**Melanie Gilbert** ..... (202) 502-1200  
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### Office of Finance and Budget

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 Director **Michael N. Milly** ..... (202) 502-2000  
 Accounting and Financial Systems Division Chief  
**Charles S. Glenn** ..... (202) 502-2200  
 Budget Division Chief **James R. Baugher** ..... (202) 502-2100  
 Financial Liaison and Analysis Office Chief  
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### Office of Human Resources

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 Business Technology Optimization Division Chief  
**Christopher D. Mays** ..... (202) 502-3210  
 Court Personnel Management Division Chief (Acting)  
**Nancy E. Ward** ..... (202) 502-3100  
 Fair Employment Practices Office Chief  
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 Chief **Carol S. Sefren** ..... (202) 502-1880  
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### Office of Information Technology

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### Office of Information Technology *continued*

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 IT Policy Staff Chief **Terry A. Cain** ..... (202) 502-3300  
 IT Project Coordination Office Chief  
**Robert D. Morse** ..... (202) 502-2377  
 IT Security Office Chief **Robert N. Sinsheimer** ..... (202) 502-2350  
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### Office of Internal Services

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 Services Division Chief **John C. Chang** ..... (202) 502-2830  
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### Office of Judges Programs

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### Office of Judicial Conference Executive Secretariat

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### Office of Legislative Affairs

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### Office of Public Affairs

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## Office of Probation and Pretrial Services

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